

July 1914

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ARMY ORDERS, 1914.

WAR OFFICE,
1st July, 1914.

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ROYAL WARRANT.

* Pay of company-serjeant-major and company-quartermaster-serjeant.

GEORGE R.I.

20 WHEREAS WE deem it expedient to make provision A.O. 207
Infantry for the pay of the appointments of company-serjeant- 914.
481 major and company-quartermaster-serjeant of the Foot
Guards and Infantry of the Line of Our Regular
Forces ;

OUR WILL AND PLEASURE IS that the rates of pay of
colour-serjeants appointed company-serjeant-major and
company-quartermaster-serjeant in a battalion of
Foot Guards and a battalion of Infantry of the Line,
or appointed company-serjeant-major at a Depôt of
Foot Guards, shall be as follows :—

	Foot Guards.	Infantry of the Line.
	<i>s. d.</i>	<i>s. d.</i>
Company-serjeant-major	4 2	4 0
Company-quartermaster serjeant ...	3 8	3 6

Article 852 of Our Warrant for the Pay, Appoint-
ment, Promotion and Non-Effective Pay of Our Army,
dated the 20th day of August, 1913, shall be amended
accordingly, and after "company" in line 3 of Article 898
"(except at the Guards Depôt)" shall be inserted.

Given at Our Court at St. James's, this 2nd
day of June, 1914, in the 5th year of Our
Reign.

By His Majesty's Command,

H. H. ASQUITH.

* Issued as a Special Army Order, dated 9th June, 1914.

Army Orders.—July, 1914.

INSTRUCTIONS, REGULATIONS, &c.

A.O. 208. **Honorary Distinctions.**—His Majesty the King has
1914. been graciously pleased to approve of the addition of
the dates to the honorary distinctions enumerated
below—

20

Gen. No.

2928

Regiment.	Honorary distinction.	Date to be added.
1st (King's) Dragoon Guards ...	Pekin ...	1860
6th Dragoon Guards (Carabiniers) ...	Delhi ...	1857
4th (Queen's Own) Hussars ...	Affghanistan ...	1839
9th (Queen's Royal) Lancers ...	Delhi ...	1857
16th (The Queen's) Lancers ...	Affghanistan ...	1839
The Royal Scots (Lothian Regiment).	Pekin ...	1860
The Queen's (Royal West Surrey Regiment).	Affghanistan ...	1839
	Pekin ...	1860
The King's (Liverpool Regiment) ...	Delhi ...	1857
Prince Albert's (Somerset Light Infantry).	Affghanistan ...	1839
The Leicestershire Regiment ...	Affghanistan ...	1839
The Royal Welsh Fusiliers ...	Ashantee ...	1873-4
The Gloucestershire Regiment ...	Delhi ...	1857
The Hampshire Regiment ...	Pekin ...	1860
The Black Watch (Royal Highlanders).	Ashantee ...	1873-4
The Oxfordshire and Buckinghamshire Light Infantry.	Delhi ...	1857
The King's Royal Rifle Corps {	Delhi ...	1857
	Pekin ...	1860
The Duke of Edinburgh's (Wiltshire Regiment).	Pekin ...	1860
The Gordon Highlanders ...	Delhi ...	1857
The Royal Munster Fusiliers {	Affghanistan ...	1839
	Delhi ...	1857
The Rifle Brigade (The Prince Consort's Own).	Ashantee ...	1873-4
The West India Regiment ...	Ashantee ...	1873-4

A.O. 209. **Changes in designation.**—His Majesty the King
1914. has been graciously pleased to approve of the following
Territorial Force units—

9

Artillery

3640

The "3rd East Lancashire Brigade, Royal Field
Artillery," and the

Army Orders.—July, 1914.

"4th East Lancashire (Howitzer) Brigade, Royal Field Artillery,"
being in future designated—

A.O. 209
1914
continued.

The "3rd East Lancashire Brigade (The Bolton Artillery), Royal Field Artillery," and the
"4th East Lancashire (Howitzer) Brigade (The Cumberland Artillery), Royal Field Artillery,"
respectively.

20
Infantry
481

*Organization of an Infantry Battalion.—1. In continuation of Army Order 323 of 1913, it has been decided that company-serjeant-major and company-quartermaster-serjeant of Foot Guards and Infantry of the Line shall be appointments ranking as colour-serjeant. Paragraph 282 King's Regulations will be amended accordingly.

A.O. 210.
1914.

2. A colour-serjeant appointed to be a company-serjeant-major of a battalion of Foot Guards or a regular battalion of Infantry of the Line, will receive pay at the rate of 4s. 2d. and 4s. a day respectively, while holding the appointment of company-serjeant-major on the establishment of his battalion.

3. A colour-serjeant appointed to be a company-quartermaster-serjeant of a battalion of Foot Guards or a regular battalion of Infantry of the Line, will receive the regimental pay of his rank as laid down in Article 852 of the Pay Warrant, and additional pay under Article 898 when keeping the pay and mess book.

4. The two colour-serjeants (drill serjeants) in each battalion of Foot Guards will be appointed company-serjeant-majors, with pay at the rate of 4s. 2d. a day as laid down for that appointment. They will rank regimentally senior to other company-serjeant-majors.

5. The colour-serjeants at the Guards Depot will be appointed company-serjeant-majors, with pay at the rate of 4s. 2d. a day while holding this appointment at the Depot. The non-commissioned officer who keeps the pay and mess book of a company of Foot Guards at the Depot will cease to be entitled to additional pay for this duty.

6. Non-commissioned officers of the Foot Guards and Infantry of the Line who may have held the position of company-serjeant-major or company-quartermaster-serjeant, will be deemed to hold the rank of colour-serjeant from the date of this order. They will be eligible for the appointments of company-serjeant-major and company-quartermaster-serjeant.

* Issued as a Special Army Order, dated 9th June, 1914.

(M 3206)

A 3

Army Orders.—July, 1914.

A.O. 210 7. The status and pay of non-commissioned officers of
 1914 the regular establishment of the Special Reserve and of
continued. the permanent staff of the Territorial Force and Officers
 Training Corps will be as in force prior to the issue of
 Army Order 323 of 1913. Colour-serjeants holding the
 appointments of company-serjeant-major and company-
 quartermaster-serjeant will relinquish their appoint-
 ments on being posted to the above and will draw the
 rates of pay prescribed for colour-serjeants in Article 885
 of the Pay Warrant.

A.O. 211. Reliefs, 1914-15.—The following alterations will be
 1914. made in the programme of reliefs, 1914-15, promul-
 gated in Army Order 31 of 1914 :—

120

Gen. No.

7419

Delete—

Units.	From	To
R.H.A.—		
7th Brigade	Aldershot ...	Ipswich.
5th Brigade	Ipswich ...	Aldershot.

In l. of Army Order 180 of 1914 (Special Army
 Order, dated 20th May, 1914), *against* "Egypt"
 in the last line, *insert* "*" and *add* a footnote—

"* Will be stationed at Abbassia."

A.O. 212. Examinations in Military History.—The follow-
 1914. ing table shows the campaigns and special periods of
 military history on which papers will be set at the
 examinations stated :—

107

Gen. No.

2123

Examinations.	Dates.	Campaigns.
(a.) For commissions in the Regular Army (candidates from the Special Reserve, Militia, Territorial Force, Universities, military forces of the self-governing Dominions and Crown Colonies, and from the ranks), under the Regulations issued with Army Orders 19 and 44 of 1912, and 135 of 1914.	October, 1917, and March, 1918.	<i>First Paper.</i> —The Fran- co-Prussian War of 1870, from 2nd Sep- tember to 4th Decem- ber, both dates inclu- sive. <i>Second Paper.</i> —Special period—The operations of the II nd Prussian Army, the detachment of the Grand Duke of Mecklenburg, and the French forces opposed to them between 10th November and 4th De- cember.

Army Orders.—July, 1914.

Examinations.	Dates.	Campaigns.	A.O. 212 1914 <i>continued.</i>
(b.) Captains and Lieutenants for promotion. King's Regulations, Appendix XI., (d) (iv.).	October, 1915	<p><i>At the October, 1917, examination, alternative papers on the campaign set in March, 1917, will be set for University and Colonial candidates only.</i></p> <p><i>Set for the second time.</i></p> <p><i>Both Papers. — The Waterloo Campaign.</i></p> <p><i>Set for the first time.</i></p> <p><i>First Paper. — The Russo-Japanese War from 8th February, 1904, to the 1st May, 1904, both dates inclusive.</i></p> <p><i>Second Paper. — Special period—The Battle of the Yalu, from the 22nd April, 1904, to the 1st May, 1904, both dates inclusive.</i></p>	

Royal Army Medical Corps—Examination of Majors for Promotion.—With reference to footnote to Appendix XIV. of the King's Regulations, it is notified that the subjects selected for the year 1915 will be as follows :—

Subject 3 (i.)—

The Medical History of the Siege of Port Arthur.

Books recommended—Medical and Sanitary Reports of Officers attached to the Japanese Forces in the Field (reports 12 to 15), and those portions of the Official History of the Russo-Japanese War, Part III., which bear upon Medical and Sanitary arrangements.

Subject 3 (ii.)—

The Medical Organization of the Netherlands and Belgian Armies.

Books recommended—Handbook of Medical Services of Foreign Armies, Part VI.

(M 3206)

A 4

Army Orders.—July, 1914.

A.O. 212 **Army Veterinary Corps—Examination of Majors**
1914 **for Promotion.**—With reference to footnote to Appen-
continued. dix XV. of the King's Regulations, it is notified that
the campaign selected for the examinations to be held
in 1915 is "The Chitral Relief Force, 1895."

A.O. 213. **Forage Allowance.**—In accordance with paragraph
1914. 165 of the Allowance Regulations, it is notified that the
following rates of money allowance in lieu of forage
will be issued in the United Kingdom and the Channel
Islands from 1st July, 1914, until further orders :—

53
Gen. No.
4768

No.	Command, &c.	For each ration.
		s. d.
1	Aldershot Command	1 6
2	Eastern Command	1 5
3	Irish Command	1 5
4	London District	1 5
5	Northern Command	1 5
6	Scottish Command... ..	1 4
7	Southern Command	1 5
8	Western Command	1 5
9	Guernsey and Alderney	1 8
10	Jersey	1 8

Army Order 12 of 1914 is *cancelled*.

A.O. 214. **Meritorious Service Medal.**—The following have
1914. been awarded the medal for "Meritorious Service":—

68
Gen. No.
2440

Corporal of Horse J. Handley, late Royal Horse Guards.
Serjeant-Major J. Ashworth, formerly District Staff, Royal
Artillery, late Quartermaster-Serjeant, Northumberland
Artillery Militia.
Battery Serjeant-Major T. Colclough, late Permanent Staff,
3rd Lancashire Artillery Volunteers.
Serjeant H. Powell, late 2nd Bn. King's Own Scottish
Borderers.

A.O. 215. **Long Service and Good Conduct Medal—Special**
1914. **Reserve.**—A list of non-commissioned officers and men
of the Special Reserve to whom long service medals
have been awarded will shortly be issued to all
concerned.

68
Reserve
130

Army Orders.—July, 1914.

68
T.F.
1129 **Territorial Force Efficiency Medal.**—A list of non-commissioned officers and men of the Territorial Force to whom efficiency medals have been awarded will shortly be issued to all concerned. **A.O. 216.**
1914.

83
679 **Recognition of Voluntary Aid Detachments.**—A further list of detachments, which have been registered at the War Office, is printed as an Appendix to this Order. **A.O. 217.**
1914.

9
Cadet
1401 **Recognition of Cadet Units.**—The following additional Cadet unit has been reported as recognized by the Territorial Force Association :— **A.O. 218.**
1914.

Territorial Force Association.	Cadet unit.	Territorial Force unit to which affiliated.	Date of recognition by Association.
Lancashire (West).	West Lancashire (Liverpool) Cadet Battalion, Catholic Boys' Brigade.	...	1914. 1st June.

...
1499 **NOTE.**—The “St. Peter's, Glasgow, Company, 2nd Scottish Cadet Battalion, Church Lads' Brigade,” recognized by Army Order 337 of 1913, will, in future, be known as “C' Company, 2nd Scottish Cadet Battalion, Church Lads' Brigade.”

16
Gen. No.
8009 **Establishments.**—With reference to Army Order 223 of 1913, it is notified for the information of all concerned that for the year 1914 the date governing the verification of establishments will be 1st September. **A.O. 219.**
1914.

7
W.O.
4167 **King's Regulations—Amendment.**—1. Paragraph 270. *For the second sentence substitute—* **A.O. 220.**
1914.
“In the case of a warrant officer who applies to continue in the service beyond 21 years regard should be had to the provisions of the Pay Warrant. If the applicant will have held warrant rank for less than five years on completion of 21 years' service, permission to continue will not be refused without the authority of the Army Council.” **A.O. 220.**
1914.

Army Orders.—July, 1914.

A.O. 220 1914 continued.	2. Paragraph 581. <i>Add—</i> “Documents, the actual appearance of which is material to the case (<i>e.g.</i> , alleged forgeries), will always be attached in original.”	110 Gen. No. 3019
A.O. 220. 1914	3. <i>For</i> paragraph 688A, promulgated by Army Order 340 of 1913, <i>substitute—</i>	87 2829
	688A. The conditions of eligibility for the issue of continuous flying pay to a soldier of the R.F.C. (M.W.), are laid down in the Pay Warrant.	
	A soldier will be required to qualify at the Central Flying School as a first class pilot unless he has previously been so graded.	
	A soldier will not be required to qualify at the Central Flying School as a second-class pilot, but the certificate of qualification will be issued by the commandant provided he is satisfied that the conditions laid down in Army Orders have been complied with. In order to retain his classification the soldier must requalify periodically, and classification will not in any case have effect for a period longer than 6 calendar months without requalification, reckoning from the date of last classification. If found efficient at these requalification tests, he will be reclassified as a first or second class pilot in accordance with the standard of proficiency attained by him.	
	A soldier who has once been graded as a first class pilot at the Central Flying School and who subsequently fails to requalify as such at a half-yearly test may, without going again to the Central Flying School for the test, be reclassified as a first class pilot provided he passes the prescribed test.	
	The conditions of the tests and of the requalifications are given in Army Orders.	
	The date of receipt, withdrawal or change of flying pay due to classification will be reckoned from the date of classification.	
	If the test is not carried out within the period of 6 calendar months from the last classification, flying pay will cease at the end of that period and will recommence only from the date on which the soldier requalifies by passing the prescribed test, in which case the period of 6 months will reckon from the new date of classification.	
A.O. 220. 1914.	4. Paragraph 822 (as promulgated by Army Order 16 of 1914). <i>After</i> line 10 <i>insert—</i>	9 O.T.C. 5777
	“Officers and N.C.Os. of the senior division of the O.T.C. may attend the above-mentioned courses of instruction, should there be vacancies.”	

Army Orders.—July, 1914.

After line 37 insert—

A.O. 220

1914

continued.

"N.C.Os. of the senior division of the O.T.C. may, at the conclusion of a course of instruction in signalling at Bulford, undergo examination as officers, and, if successful, will be awarded an instructor's certificate."

27
Gen. No. 2019
5. Paragraph 1865, page 327, last line. "A.F. B 211."
Add to third column—
"1 copy to G.O.C.-in-C."

114
Gen. No. 5225
6. Order Book A.B. 137 will not be kept in manuscript in future by units whose orders are printed or otherwise duplicated and issued daily.
The following amendment should therefore be made in the King's Regulations :—

Paragraph 1883, line 3. After "Order Book A.B. 137" insert "or file of orders, when the latter are printed or otherwise duplicated".

A.O. 220.

1914.

43
S.M.E. 715
7. Appendix XI. (f) (ii), paragraph 7, last two lines on page 395. For "early in January." substitute "about the 15th May."

A.C.D.
Clo. Regs. 1079
Clothing Regulations, Part I.—1. His Majesty the King has been graciously pleased, by a Warrant dated the 23rd May, 1914, to approve of revised regulations for the provision of clothing and necessaries for the Regular Forces (exclusive of the Special Reserve) serving elsewhere than in the Indian Empire, and to cancel the regulations (Part I.), established by the Royal Warrant dated the 8th June, 1909 (Army Order 194 of 1909).

A.O. 221.

1914.

2. Copies of the regulations will be issued in due course to all concerned.

3. The following Army Orders are cancelled so far as they relate to the Clothing Regulations, Part I., of 1909 :—

194, 283, and 307 of 1909 ; 83, 239, and 266 of 1910 ;
75, 112, 247, 259, 285, and 330 of 1911 ; 49, 157,
216, 275, and 301 of 1912 ; 67, 138, 247, 284, and
314 of 1913, and 21 and 48 of 1914.

Army Orders.—July, 1914.

A.O. 222. Special Reserve Regulations—Amendments.—1. 8
1914. Paragraph 40A. Promulgated by Army Order 278 of Special
 1913. Line 2. *For* “unattached” *substitute* “supple- Reserve
 mentary”. 98

Line 6. *For* “officer i/c records” *substitute* “O.C. linked regiment”.

2. *For* paragraph 109 *substitute*—

A.O. 222. 109. An application for transfer will be submitted, as
1914. under, accompanied by the recommendation of the O.C. unit or Supplementary List *from* which the officer wishes to be transferred—

Arm to which transfer is desired.	(a)	(b)
	(1) From one unit to another, or, (2) from Supplementary List to a unit.	(1) From a unit to the Supplementary List, or, (2) from one Supplementary List to another.
Cavalry ... (Including Irish Horse and King Edward's Horse.)	To G.O.C.-in-C. by O.C. Regt. applied for.	To G.O.C.-in-C. by O.C. regiment applied for. If regiment applied for is abroad, by O.C. linked Cavalry Regiment at home.
R.F.A.	To Secretary, War Office.
R.G.A. ...	To G.O.C.-in-C. by O.C. unit applied for.	To Secretary, War Office.
R.E. ...	To G.O.C.-in-C. by O.C. unit applied for.	To Secretary, War Office.
Foot Guards	To O.C. regiment applied for.
Infantry...	To G.O.C.-in-C. by O.C. unit applied for.	To G.O.C.-in-C. by O.C. home battalion of regiment applied for.
A.S.C. ...	}	To Secretary, War Office.
R.A.M.C. ...		
A.V.C. ...		

3. In the amendment to footnote to paragraph 240, promulgated by Army Order 41 of 1914, line 2. *For* “Unattached” *substitute* “Supplementary”.

4. Paragraph 73. Line 3, *after* “territorial force” 91
insert “or who has been selected for appointment to the Gen. No.
 O.T.C. as an officer,” 2009

Army Orders.—July, 1914.

5. Paragraph 79. *For* lines 4 and 5 (as amended by A.O. 222
Army Order 237 of 1912) *substitute—* 1914

(i.) Have attained the age of 17 (21 in the case of *continued.*
mechanical transport officers of the A.S.C.) and not A.O. 222.
have attained the age of 30 on the date of application. 1914.

6. *Insert* new paragraph—

88A. If a second-lieutenant on probation is permitted A.O. 222.
to retain his membership of the O.T.C. as a cadet, his 1914.
rank and precedence as an officer of the Special Reserve
will be inoperative whilst he is serving as a cadet with
his O.T.C. contingent.

7. *For* paragraphs 216-228 *substitute—*

General Instructions.

216. On first appointment on probation an officer will A.O. 222.
be required to undergo a period of probationary train- 1914.
ing with a regular unit or at a school of instruction.

217. The O.C. the unit with which the probationary
training is undergone will be held responsible that the
probationer receives adequate instruction in the duties
in the field appertaining to the branch of the service to
which he belongs, in court-martial duty, and in interior
economy. (For details, *see* Appendix III.)

217A. An officer on probation will be required to
undergo, as part of his probationary training, the
recruit's course of musketry, if any, which is applicable
to the unit to which he is attached.

218. An officer on probation who belongs to a Special
Reserve unit may attend the annual training of that
unit if required by his C.O. The time so spent will
count as part of his probationary training provided
the total period required of him under para. 223 is not
less than 16 weeks. A supplementary officer will not
undergo an annual training while he is on probation.

219. No period of absence will count towards the
completion of probationary training except—

(a.) Leave granted under para. 373.

(b.) Sick leave not exceeding 4 weeks in the aggre-
gate granted under para. 379.

220. The O.C. the unit with which the probationary
training or any portion thereof is undergone will
furnish a report, on A.F. E 644, as to the officer's
proficiency and suitability. In the case of a favourable
report rendered before the completion of the whole
probationary training, A.F. E 644 will be forwarded
to the O.C. the unit to which the officer belongs (to
the O.C. district in the case of a supplementary officer

Army Orders.—July, 1914.

A.O. 222 of an infantry regiment) who will, in due course, send it to the O.C. the unit with which the next period is performed.

1914

continued.

221. If during the probationary period a C.O. forms the opinion that the probationer is unlikely to become an efficient officer, the fact will be reported to the War Office. In such a case the officer may be called upon to resign his commission, or his appointment may be cancelled at any time after the completion of the following periods of probationary training :—

16 weeks when the required period exceeds 26 weeks.

8 weeks when the required period is 26 weeks.

4 weeks when the required period is less than 26 weeks.

222. The O.C. the unit with which the probationary training is *completed* (or other prescribed authority) will cause the officer to be examined during the last week of his probationary training (*see* para. 305). The O.C. will then state, on A.F. E 644, his opinion as to the officer's suitability for confirmation in his appointment. If the officer fails to pass Examination I., or to obtain a satisfactory report, he will be called upon to resign his commission. Should the O.C., however, consider that the officer is likely to become proficient and suitable after further instruction, the probation may be prolonged, with the officer's consent and with the approval of the Army Council, to enable him to undergo a further period of probationary training not exceeding 16 weeks if a cavalry, R.A. or R.E officer, 8 weeks if an infantry officer, or 6 weeks if an A.S.C. officer.

Neither pay nor allowances will be granted for such additional period of probationary training without the sanction of the Army Council.

Special Instructions.

Cavalry, Artillery and Infantry.*

223. The normal period of probationary training will be 52 weeks for cavalry and R.A., and 26 weeks for infantry.

This period will be reduced—

(a.) By 2 weeks if the officer has been returned as an efficient cadet of the Junior Division of the O.T.C. for 3 years and has attended camp twice.

* This does not apply to the Irish Horse or King Edward's Horse.

Army Orders.—July, 1914.

(b.) By a further 2 weeks if he has completed 2 years' efficient service in the Senior Division of the O.T.C. A.O. 222
1914
continued.

and, in addition, by the following periods if certificate "A" or "B" has been obtained :—

—			Cavalry and R.A. officer.	Infantry officer.
			weeks.	weeks.
Certificate "A"	17	4
Certificate "B"	35	13

223A. The periods of probationary training required from each class of officer under para. 223 are summarised in the following table :—

O.T.C. Certificate obtained.	Efficient O.T.C. service, &c.		Period of proba- tionary training required of officers appointed to the	
	In Junior Division.	In Senior Division.	Cavalry or R.A.	Foot Guards and Infantry.
Certificate B†	3 years (with attendance at 2 annual camps).	2 years ...	weeks 13	weeks 9
"	" "	Less than 2 years.	15	11
"	Less than 3 years (or less than 2 annual camps).	2 years ..	15	11
"	" "	Less than 2 years.	17	13
Certificate A†	3 years (with attendance at 2 annual camps).	2 years ...	31	18
"	" "	Less than 2 years.	33	20
"	Less than 3 years (or less than 2 annual camps).	2 years ...	33	20
"	" "	Less than 2 years.	35	22
No Certificate	3 years (with attendance at 2 annual camps).	2 years ...	48	22
"	" "	Less than 2 years.	50	24
"	Less than 3 years (or less than 2 annual camps).	2 years ...	50	24
"	" "	Less than 2 years.	52	26

† Provided that in the case of an officer appointed to the R.A., the certificate has been obtained on the artillery syllabus (see Regulations for the Officers Training Corps).

Army Orders.—July, 1914.

A.O. 222 When considered advisable, and with his consent, a
1914 R.A. officer who has obtained certificate B may be
continued. retained to complete 26 weeks probationary training.

224. The probationary training will be performed with a regular unit as follows :—

Cavalry...	...	The regiment to which the officer has been appointed (or in special cases with another cavalry regiment).
R.F.A.	A battery of R.F.A. (if possible a battery of the brigade by whose C.O. the officer's application for appointment was signed).
R.G.A.	A company of R.G.A.
Foot Guards and Infantry.		A battalion of the regiment to which the officer has been appointed.

225. Previous service and qualifications as an officer of the Malta, Bermuda, or Channel Isles Militia, or the territorial force may be counted in reduction of the period of probationary training required. A certified statement of such service and qualifications should accompany A.F. B 201. Each case will be decided by the Army Council on its merits.

226. The probationary training may be either continuous or divided into parts, provided :—

- (a.) No part be less than 4 weeks in duration if the required period is 26 weeks or under, nor less than 13 weeks if the required period exceeds 26 weeks.
- (b.) Not less than one-third of the required period be performed during the collective training period (1st March to 30th September), exclusive of leave of absence and of any period required to carry out the recruits' course of musketry.

227.—(a.) Subject to the provisions of paras. 217A and 226, the probationary training may take place at any time of the year by arrangement between the probationer and his C.O. (O.C. district in the case of a supplementary officer of an infantry regiment). The required period must, however, be completed within 3 years of the date of first appointment on probation.

(b.) In a very special case, and subject to (b) of para. 226, a G.O.C.-in-C. may authorize one-half of the probationary training of an infantry officer being performed at the dépôt of his regiment. The recruit course of musketry will not be carried out at a dépôt.

Army Orders.—July, 1914.

Royal Engineers.

A.O. 222

1914

continued.

228. The normal period of probationary training for officers of R.E. will be 52 weeks, and will be performed as follows :—

Officers of the Royal Anglesey or Royal Monmouthshire R.E.	{	17 weeks attachment to their own units.
		*26 weeks at the School of Military Engineering, followed by
		9 weeks attachment to a regular unit of R.E.
Supplementary officers	{	From 9 to 35 weeks at the School of Military Engineering.
		From 17 to 43 weeks course at a Signal or Electric Light School, or attachment to a regular unit of R.E.

Officers who have obtained certificate "A" (Engineers) in the O.T.C. will be exempt from the last 9 weeks, and those in possession of certificate B (Engineers) the last 17 weeks, of the normal period of probationary training.

A class will be formed at the School of Military Engineering on the 1st August each year, and the course of instruction will continue until about the end of March.

8. Paragraph 230. *For last 6 lines substitute—*

"At the conclusion of one of these courses the officer will undergo a recruit's course of musketry extending over 3 days."

A.O. 222.

1914.

The whole instruction must be completed within 3 years of the date of first appointment on probation."

91
Med.
437

9. Paragraph 233, lines 1 and 2, *for* "three months" *substitute* "13 weeks." *Delete* from "but" in line 9 to "candidates*" in line 12, and *delete* footnote * on page 47.

10. Paragraph 234, line 1, *for* "three months" *substitute* "13 weeks." Line 3. *After* "School" *insert* "Should the candidate have passed through the O.T.C., this

* May be carried out, at the option of the officer and with the sanction of his C.O., either immediately after the 17 weeks' attachment to his own unit, or in the following year.

Army Orders.—July, 1914.

A.O. 222 period will be reduced by a fortnight if he possesses
1914 certificate A, or by six weeks if he possesses cer-
continued. tificate B."

A.O. 223. Regulations for Civilian Subordinates directly Gen. No. 6
1914. employed and paid by the War Department.— 4953

1. A revised edition has been approved, and copies will shortly be issued to all concerned.

2. The edition promulgated by Army Order 57 of 1904, and all amendments thereto, are *cancelled*.

A.O. 224 Recruiting Regulations — Amendments. — 1. *For* Forms
1914. paragraph 12 *substitute*— B 205

A.O. 224. 12. In places, other than military stations or head-
1914. quarters of Special Reserve units, where recruiting offices are instituted, they will be made available for the use of all recruiters in the town or its vicinity, and be placed in charge of experienced recruiters whose working and management should be closely watched and supervised. A notice, A.F. B 205, stating that information concerning the Army can be obtained within, as well as a selection of the various illustrated and other posters, will be posted outside. Such posters will also be exhibited in the rooms and a supply of the several recruiting pamphlets and leaflets kept for general distribution.

2. Paragraph 28. *Add* new sub-paragraph—

(iii.) To the G.O.C.-in-C. Weekly returns of recruits finally approved and specially enlisted (A.F. B 211).

3. Paragraph 65, line 1. *Delete* "or proofs"

4. Paragraph 90 (iv), line 1. *Before* "A.V.C." *insert* "R.F.C. (except for the R.F.C. M.W.) or of the"

5. Appendix II., paragraph 11, promulgated by Army Order 75 of 1914, line 9. *For* "reposted" *substitute* "re-mustered".

27

Gen. No.
2019

27

Infantry
1505

27

R.F.C.
26

27

Engineers
5885

Army Orders.—July, 1914.

- | | |
|---|--|
| <div style="text-align: right;">8</div> <div style="text-align: right;">Dress</div> <div style="text-align: right;">22</div> <div style="text-align: right;">55</div> <div style="text-align: right;">Infantry</div> <div style="text-align: right;">36</div> | <p>Dress Regulations—Amendments.—1. Paragraph 32, <u>A.O. 225.</u>
line 21. <i>After</i> “except” <i>insert</i>—<u>1914.</u></p> <p>“by the Buffs (East Kent Regiment), who wear a buff-coloured pagri.”</p> |
| <p>2. <i>Insert</i> new paragraph—</p> | |
| <div style="text-align: right;">29</div> <div style="text-align: right;">A.D.Cs.</div> <div style="text-align: right;">180</div> | <p>104A. An Aide-de-Camp General on vacating the <u>A.O. 225.</u>
appointment will retain the Royal cypher on shoulder <u>1914.</u>
straps and shoulder cords, but will cease to wear the aiguillette or use the cypher on the saddlecloth.</p> |
| <div style="text-align: right;">55</div> <div style="text-align: right;">Cavalry</div> <div style="text-align: right;">80</div> | <p>3. Paragraph 410, line 5. <i>Before</i> “15th” <i>insert</i> “3rd and”.</p> |
| <p>4. Paragraph 1457. <i>Delete</i> from “After” in line 2 to end of paragraph and <i>substitute</i>—</p> | |
| <div style="text-align: right;">19665</div> <div style="text-align: right;">1</div> | <p>“On ceasing to belong to the reserve of officers, an <u>A.O. 225.</u>
officer with a total of 15 years’ commissioned <u>1914.</u>
service may be granted permission to wear the uniform in which he last served on the active list.”</p> |
| <div style="text-align: right;">100</div> <div style="text-align: right;">Reserve</div> <div style="text-align: right;">778</div> | <p>5. Paragraphs 1463 to 1483 are <i>cancelled</i>.</p> |
| <p>6. Paragraph 1507. <i>Delete</i> from “Stand-up” in line 2 to “pocket” in line 4 and <i>substitute</i>—</p> | |
| <div style="text-align: right;">34</div> <div style="text-align: right;">1848</div> | <p>“Stand-up collar with square-cut ends fastened <u>A.O. 225.</u>
with two hooks and eyes, no collar badges. Five <u>1914.</u>
small regulation buttons down the front. Two outside patch pockets, 6½ inches deep and 6¼ inches wide at the top, fitted with pointed flaps fastening with a small button, a 1-inch pleat down the centre, and slightly rounded off at the bottom; the pockets, one on each side of the breast, 1 inch below the second button.”</p> |
| <div style="text-align: right;">54</div> <div style="text-align: right;">Infantry</div> <div style="text-align: right;">915</div> | <p>7. Appendix 1, paragraph 6. <i>After</i> “London”, in last line of the amendment made by Army Order 279 of 1913, <i>add</i> “and at Windsor”.</p> |

Army Orders.—July, 1914.

A.O. 226.	Territorial Force Regulations—Amendments.—	9
1914.	1. For paragraphs 6 and 6A substitute—	Gen. No.
		3637

A.O. 226. 6. The allocation of headquarters and of units to
1914. counties and their distribution within counties have
been fixed by the War Office in consultation with Asso-
ciations and G.Os.C.-in-C.

6A. Every proposal for modifying such allocation or
distribution or for establishing a new drill station will
in the first instance be discussed by the County Associa-
tion and the unit concerned. The unit will then
forward the correspondence to the G.O.C.-in-C. through
the usual military channels, together with A.F. E 671.

6B. In the case of a proposal for the establishment of
a new drill station, provided—

- (i.) That only one County Association is concerned
(see para. 127) ;
- (ii.) That the proposal does not involve any increase
in the establishment of the permanent staff,
or any expenditure on accommodation beyond
that which the County Association is
authorized to incur under para. 767B, or any
considerable increase in travelling grants and
expenses ; and
- (iii.) That the G.O.C.-in-C. concurs in the proposal,

the correspondence will be returned by the G.O.C.-in-C.
to the County Association for final approval.

In all other cases the G.O.C.-in-C. will forward the
correspondence to the War Office with his remarks.

6c. Except as provided in para. 767B, all proposals for
expenditure on accommodation require the prior
sanction of the Army Council (see para. 767). Such
sanction will only be given if there is a reasonable
prospect of raising and maintaining a detachment of at
least twenty men at the station, and will be cancelled if
the strength of the detachment at the station remains
below twenty men for a period of one year.

Provided, however, that there is no expenditure on
accommodation (other than under para. 767B) and that
no increase to the permanent staff is involved, a drill
station may be approved for any number of men less
than 20, and such station may be visited by a serjeant-
instructor.

6D. In every case referred to in para. 6A the Associa-
tion will notify the War Office when the change has
actually been carried out. Where the change has been

Army Orders.—July, 1914.

approved under para. 6B, without prior reference to the War Office, such notification will be accompanied by a copy of A.F. E 671 duly completed.

A.O. 226
1914
continued.

2. Paragraph 127. *Add—*

"A unit (or part of a unit) will not be recruited outside the county area of the Association by which it is administered, unless the written consent of the other Association concerned is first obtained. The Association obtaining such consent will forward a copy thereof through the G.O.C.-in-C. to the War Office."

A.O. 226.
1914.

3. Paragraph 191. *Delete from "in" in line 4 to "granted" in line 9.*

9
Artillery
3504

4. Paragraph 95. *For the first two sentences substitute—*

"An officer of the Regular Forces, appointed adjutant of a Territorial Force unit, who holds the army rank of captain will, for regimental purposes, rank as senior captain in the regiment or battalion to which he is appointed."

A.O. 226.
1914.

5. *Insert new paragraph—*

95A. A major of the Regular Forces who is appointed to command a brigade of R.F.A., Territorial Force, and is granted the temporary rank of lieutenant-colonel in the Territorial Force, will take precedence in the Territorial Force according to the date of his appointment.

A.O. 226.
1914.

79
5100

6. *For paragraph 352 substitute—*

352. (i) The C.O. will be responsible for issuing to each officer, N.C.O. and man of his unit a notice as follows :—

A.O. 226.
1914

—	Army Form.	Date of issue.
To attend the annual training in camp.	E 654	To reach the members of the unit 14 days before the date of assembly.
To attend on embodiment	E 635	Immediately on receipt of the order to mobilize.

Army Orders.—July, 1914.

A.O. 226 (ii) Such personal notice will in the former case be
1914 sent by post to the member's last known place of
continued. residence. In the latter case it will be similarly dealt
 with, or if more convenient may be delivered by hand,
 as laid down in the Mobilization Regulations.

(iii) Simultaneously with the issue of the personal notices for the annual training the C.O. will be responsible that Public Notices (*see* Appendix XXI.) are sent to the constabulary and police in the United Kingdom (and also to the overseers of the poor in Scotland) with a request that they will affix a copy of the poster as soon as possible on or near the church doors and other places to which government notices are usually affixed in each parish within the area from which the unit is recruited.

The poster (A.F. E 634) for display on embodiment is held by chief constables &c., in peace, and when required will be displayed under arrangements which have been made by the War Office with the Home Office, the Scottish Office and the General Post Office respectively.

(iv) These public notices will be deemed sufficient intimation notwithstanding any failure in the transmission or receipt of a personal notice.

(v) Any officer, N.C.O. or man who does not appear at the time and place appointed in such public notices will, if he fails to attend camp, be liable to be dealt with as an absentee, and if he fails to attend on embodiment, will be liable to be dealt with as a deserter.

7. *Insert* new paragraph—

<u>A.O. 226.</u> <u>1914.</u>	622. Claims under paras. 620 and 621 (in A.F. N 1450) will be supported by the authority referred to in para. 619 and by a certified statement showing—	Forms O.1610 27
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(i) The number of the denomination in the unit present in camp, and

(ii) The distance from residence to camp.

8. Paragraph 709, page 158. *Delete* Army Form E 658 and detail.

9. Paragraph 716. *Add* the following to the list of books :—

“ Remount Regulations.”

8
<u>T.F.</u>
142

Army Orders.—July, 1914.

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| <div style="text-align: center;">9</div> <div style="border-top: 1px solid black; padding-top: 2px;">O.T.C.</div> <div style="text-align: center;">5777</div> | <p>10. Appendix V. iv. (a) Signal Service (as promulgated by Army Order 167 of 1913). <i>Against (a) and (b) in column 1, insert §, and add footnote—</i></p> <p style="margin-left: 20px;">“§ Officers who as cadets of the senior division of the O.T.C. obtained certificates at either of these courses will not be required to attend the course in question.”</p> | <div style="border-top: 1px solid black; padding-top: 2px;">A.O. 226</div> <div style="border-top: 1px solid black; padding-top: 2px;">1914</div> <div style="text-align: left; padding-top: 2px;"><i>continued.</i></div> |
| <div style="text-align: center;">9</div> <div style="border-top: 1px solid black; padding-top: 2px;">Gen. No.</div> <div style="text-align: center;">3950</div> | <p>11. Appendix VI., ix. (e), column 4, <i>insert “12 days†” and (f), column 4, insert “12 days§”.</i></p> <p style="margin-left: 20px;"><i>Add footnotes—</i></p> <p style="margin-left: 40px;">† Candidates for this course must be able to stitch well from a saddler's, harness-maker's or shoemaker's standard.</p> <p style="margin-left: 40px;">§ Only those men who are qualified floormen in a civilian forge will be permitted to attend this course.</p> | <div style="border-top: 1px solid black; padding-top: 2px;">A.O. 226.</div> <div style="border-top: 1px solid black; padding-top: 2px;">1914.</div> |
| <div style="text-align: center;">79</div> <div style="border-top: 1px solid black; padding-top: 2px;">3131</div> | <p>12. A new Appendix XXVI. dealing with the Formation of Record Offices and Depôts for the Territorial Force on Mobilization has been approved, and copies will shortly be issued to all concerned.</p> | |
| <div style="text-align: center;">9</div> <div style="border-top: 1px solid black; padding-top: 2px;">Cheshire</div> <div style="text-align: center;">284</div> | <p>Regulations for the Territorial Force Reserve—<i>Amendments.</i>—1. Paragraph 6 (a), as amended by Army Order 283 of 1913, <i>insert at end of the amendment to sub-paragraph (ii)—</i></p> <p style="margin-left: 20px;">“Cadet officers above the rank of cadet captain cannot be appointed to the Territorial Force Reserve as field officers in virtue of their cadet rank.”</p> | <div style="border-top: 1px solid black; padding-top: 2px;">A.O. 227.</div> <div style="border-top: 1px solid black; padding-top: 2px;">1914.</div> |
| <div style="text-align: center;">9</div> <div style="border-top: 1px solid black; padding-top: 2px;">Artillery</div> <div style="text-align: center;">3705</div> | <p>2. <i>Insert new paragraph—</i></p> <p>14A. Subject to such rules as may be laid down by County Associations under para. 14, men serving in the Territorial Force Reserve, if not above the age of 35 years, may be allowed to re-enlist in the Territorial Force prior to the completion of their reserve engagement. Applications for the re-enlistment of men over 35 years of age should be submitted to the War Office. All such re-enlistments will automatically discharge the men from the Territorial Force Reserve. N.C.Os. in the Territorial Force Reserve can only be re-enlisted in the Territorial Force as privates. Such re-enlisted service cannot be reckoned as continuous with previous service in the Territorial Force</p> | <div style="border-top: 1px solid black; padding-top: 2px;">A.O. 227.</div> <div style="border-top: 1px solid black; padding-top: 2px;">1914.</div> |

Army Orders.—July, 1914.

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|-----------------------------------|---|---------------------------------------|
| <p>A.O. 228.
1914.</p> | <p>Regulations governing the Formation, &c., of Cadet Units—Amendment.—Paragraph 30. <i>Add</i> at end of sub-paragraph (ii)—</p> | <p>9
<u>Cheshire</u>
284</p> |
| <p>A.O. 228.
1914.</p> | <p>"A cadet officer above the rank of cadet captain cannot be appointed to the Territorial Force Reserve as a field officer in virtue of his cadet rank."</p> | |
| | | |
| <p>A.O. 229.
1914.</p> | <p>Equipment Regulations.—1. Part 2, Section V., Royal Army Medical Corps.—(i) A revised edition of the above section has been approved and copies will shortly be issued to all concerned.
(ii) The edition promulgated by Army Order 211 of 1910, and, so far as the above section is concerned, Army Orders 229 of 1911, 47 and 276 of 1912, and 98, 248 and 388 of 1913, are <i>cancelled</i>.</p> | <p>8
<u>Equipment</u>
470</p> |
| | <p>2. Part 2, Section X. (Engineers).—(i.) A revised edition of Sub-section C—Field Company, has been approved, and copies will shortly be issued to all concerned.
(ii.) Sub-section C, promulgated by Army Order 276 of 1912, is <i>cancelled</i>.</p> | <p>8
<u>Equipment</u>
469</p> |
| | <p>3. Part 2, Section XI. (b).—(i.) A revised edition has been approved, and copies will shortly be issued to all concerned.
(ii.) The edition promulgated by Army Order 192 of 1912 is hereby <i>cancelled</i>, also Army Orders 139 and 248 of 1913, so far as Section XI (b) is concerned.</p> | <p>8
<u>Equipment</u>
434</p> |
| | <p>4. Part 2, Section XI. (c).—Amendments have been approved, and copies will shortly be issued to all concerned.</p> | <p>8
<u>Equipment</u>
454</p> |
| | <p>5. Part 2, Section XII. (c).—Amendments have been approved, and copies will shortly be issued to all concerned.</p> | <p>8
<u>Equipment</u>
448</p> |
| | <p>6. Part 2, Section XV., Camel Corps School, Egypt.
—The above section has been approved, and copies will shortly be issued to all concerned.</p> | <p>40
<u>W.O.</u>
2012</p> |
| | <p>7. Part 2, Section I.a, Mounted Infantry.—The above section (promulgated by Army Order 47 of 1912) is hereby <i>cancelled</i>, together with Army Orders 276 of 1912 ; 98, 248 and 388 of 1913, so far as this section is concerned.</p> | |

Army Orders.—July, 1914.

<div style="text-align: center;">8</div> <div style="border-top: 1px solid black; padding-top: 2px;">Equipment</div> <div style="text-align: center;">442</div>	<p>8. Part 3, Territorial Force.—(i.) A revised edition A.O. 229 has been approved and copies will shortly be issued to 1914 all concerned. <i>continued.</i></p>
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(ii.) The following Army Orders are *cancelled* so far as the above regulations are concerned :—

Army Orders 357 of 1911 (and the edition issued therewith) ; 47 and 276 of 1912 ; 25, 98, 165, 248 and 388 of 1913 ; and 118(1) of 1914.

<div style="text-align: center;">8</div> <div style="border-top: 1px solid black; padding-top: 2px;">Engineers</div> <div style="text-align: center;">61</div>	<p>Regulations for Engineer Services, Parts I. and II.—Amendments. A.O. 230.</p> <p style="text-align: right;">1914.</p>
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PART I.

1. Paragraph 22, line 8. *For* “(See para. 544)” *substitute* “(See paras. 293 and 544)”.

<div style="text-align: center;">51</div> <div style="border-top: 1px solid black; padding-top: 2px;">3666</div>	<p>2. Paragraph 293, line 5. <i>After</i> “Works” <i>add</i> “, but see para. 22”.</p>
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<div style="text-align: center;">Gen. No. 1</div> <div style="border-top: 1px solid black; padding-top: 2px;">265</div>	<p>3. Paragraph 339. <i>For</i> sub-paragraph (e), promulgated by Army Order 293 of 1911, <i>substitute</i>—</p>
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(e.) Tenders will be obtained on A.F. G 868B when the estimate does not exceed 5*l.*, on A.F. G 858B when it is between 5*l.* and 100*l.*, and on A.F. K 1271 when it is 100*l.* or over. **A.O. 230.**

1914.

In South Africa, A.F. G 858c will be used for all orders estimated over 5*l.*

<div style="text-align: center;">Forms</div> <div style="border-top: 1px solid black; padding-top: 2px;">P 1902</div> <div style="text-align: center;">10</div>	<p>4. Paragraph 662. <i>Delete</i> line 2.</p> <p>Line 3. <i>After</i> “materials” <i>insert</i> “ironwork and machinery”.</p>
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PART II.

<div style="text-align: center;">Southern 1</div> <div style="border-top: 1px solid black; padding-top: 2px;">471</div>	<p>5. Section I., paragraph 24, page 7, line 8. <i>For</i> “Small boilers” <i>substitute</i> “Boilers”.</p>
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<div style="text-align: center;">8</div> <div style="border-top: 1px solid black; padding-top: 2px;">Engineers</div> <div style="text-align: center;">79</div>	<p>6. Section II., paragraph 3, sub-paragraph (b), page 14. <i>Delete</i> from “Proposed” in line 3 <i>to</i> “exists” in line 7.</p>
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Sub-paragraph (n), page 15. *After* “Grass” *add*—

“Proposed alterations and additions on an existing plan, except in working drawings when existing work to remain will be coloured in Indian ink, and new work in the proper conventional colours. **A.O. 230.**

1914.

Storm-water drains when a separate system exists”.

Army Orders.—July, 1914.

<u>A.O. 231.</u> <u>1914.</u>	Regulations for Army Ordnance Services, Part I.— Amendments.—1. <i>Insert</i> new paragraph—	8 <u>Ordnance</u> 216
<u>A.O. 231.</u> <u>1914.</u>	39A. All officers of the directing staff will be departmentally senior to all officers of the executive establishment.	<u>Eastern 6</u> 839
<u>A.O. 231.</u> <u>1914.</u>	2. Paragraph 52, line 4. <i>After</i> "charge" <i>insert</i> "together with a statement showing, under the different headings, the amount expended under Vote 8 A. 2, up to the end of the preceding September."	8 <u>Ordnance</u> 217
	Line 5. <i>After</i> "estimate" <i>insert</i> "and expenditure statement".	
	3. Paragraph 57, line 5. <i>Delete</i> from "and" to the end of paragraph.	
	4. Paragraph 61, last line. <i>Delete</i> from "but" to the end of paragraph.	
	5. <i>Delete</i> paragraphs 75 and 76.	
	6. Paragraph 267, line 1. <i>After</i> "articles" <i>insert</i> "(except outer covers and inner tubes of bicycle tyres)".	57 <u>Gen. No.</u> 3060
	7. Paragraph 493, lines 3 and 4. <i>For</i> "on the 1st of September" <i>substitute</i> "not later than the 30th of June"	A.C.D. <u>Clo. Regs.</u> 1104
	8. Paragraph 506, line 3. <i>For</i> "will be" <i>substitute</i> "obtained from these items will be entered in A.B. 124 and"	57 <u>Gen. No.</u> 3185
	9. Paragraph 680. <i>For</i> the first two lines <i>substitute</i> —	57 <u>Gen. No.</u> 3002
<u>A.O. 231.</u> <u>1914.</u>	"680. The original ledgers will be balanced on the following dates in each year :— Home stations (except Woolwich, Weedon and Purfleet). } 31st March and 30th September. Woolwich, Weedon and Purfleet, and stations abroad. } 31st March and 31st August. The ledgers will be"	
	10. Paragraph 683. <i>For</i> the first line of sub-paragraph (i) <i>substitute</i> —	
<u>A.O. 231.</u> <u>1914.</u>	"At home stations, except Woolwich, Weedon and Purfleet on the 31st March and 30th September. At Woolwich, Weedon and Purfleet on the 31st March and 31st August, and at"	
<u>A.O. 231.</u> <u>1914.</u>	11. Appendix IV., List III., page 146. <i>Insert</i> — "Huntingdonshire Cyclist Battalion ... Hds."	9 <u>Cyclists</u> 234

Army Orders.—July, 1914.

8 12. Appendix XVIII., I.—Personnel, page 193. A.O. 231
Ordnance. *Delete—* 1914
217

A.F. C 350 }
 „ C 341 } and corresponding detail.
 „ C 300 }

continued.

II.—Stores, page 194. *Delete—*

A.F. G 834 }
 „ G 873 } and corresponding detail.
 „ G 954 }
 „ G 970 }

50 **Army School Regulations—Amendments.—1. For** A.O. 232.
Gen. No. paragraph 38 *substitute—* 1914.
5205

38. In the month of September Os.C. schools will A.O. 232.
 inform the inspectors of army schools of any proposals it 1914.
 is intended to put forward for new works, alterations
 and additions in connection with school buildings, &c.

Inspectors will return these proposals with any
 recommendations they consider should be brought to
 the notice of Os.C.

2. Paragraph 55, lines 9 and 10. *Delete* “imperial
 geography and history (specially arranged).”

3. Paragraph 75. *Add—*

“Elder children's schools may be closed on the A.O. 232.
 afternoons on which the adults' schools are closed 1914.
 under para. 45. In schools where this is done the
 daily morning attendance should begin 15 minutes
 earlier or end 15 minutes later.”

4. Paragraph 130A. *For* sub-paragraph (3) *sub-*
stitute—

(3.) (a) Sick pay ; (b) Injury pay ; and (c) Pay when
 absent on account of infectious disease.

The above will be dealt with under the Regulations A.O. 232.
 for Civilian Subordinates. For the purposes of (c) ex- 1914.
 soldier teachers may be treated in the same way as
 clerks.

Insert new sub-paragraph—

(8.) Except as provided above, ex-soldier teachers will A.O. 232.
 be subject to the Regulations for Civilian Subordinates. 1914.

5. Paragraph 134. *Delete* the first seven lines of sub-
 para. (k).

Army Orders.—July, 1914.

- | | | |
|--------------------|---|---|
| A.O. 233.
1914. | Peace Establishments, Part I., 1914-15—Amendments.—Page 4. <i>After</i> "Saddler-Corporal-of-Horse or Saddler-Staff-Corporal", <i>insert</i> "(d)," and <i>add</i> a footnote—

(d) <i>See</i> footnote (d), page 5. | 18
Cavalry
175 |
| A.O. 233.
1914. | Page 5. <i>For</i> footnote (d), and page 7, <i>for</i> footnote (b), <i>substitute</i> "6 of these, including Household Cavalry, will be quartermaster-serjeants (quartermaster-corporals in Household Cavalry)." | |
| A.O. 234.
1914. | Trumpet and Bugle Sounds.—1. A revised edition of Trumpet and Bugle Sounds for the Army, with instructions for the training of trumpeters and buglers, has been approved, and copies will shortly be issued to all concerned.

2. The edition promulgated by Army Order 235 of 1909, and Army Orders 310 of 1909 and 233 of 1911, are <i>cancelled</i> . | 34
1806 |
| A.O. 235.
1914. | Barrack and Hospital Furniture—Amendments.

<i>Part I., Barrack Schedules.</i>

Schedule No. 45. Soap, yellow, <i>for</i> "lbs. 1" <i>substitute</i> "bars 2". Column 3, <i>for</i> "10" <i>substitute</i> "25".

Schedule No. 71, pages 103 and 105. "Mats, kicking, bail," as amended by Army Order 161 of 1914, <i>after</i> "remounts" in column 3 <i>add</i> "and 5 per cent. of other stalls (Home stations only)."

Schedule No. 71, page 104. "Machines, chaff-cutting, hand-power—" <i>for</i> "2—Per Cavalry Regiment," &c., down to "horse-power machine" <i>substitute</i> "1—Per squadron of Cavalry, Battery of Artillery or equivalent strength of horses in R.E. and A.S.C. not supplied with a horse-power machine." | 57
Gen. No.
3392
53
Aldershot
7204
57
Gen. No.
3372
57
Gen. No.
2977 |
| A.O. 236.
1914. | Regulations relating to the Study of Foreign Languages, 1913—Amendments.—Paragraph 29. <i>For</i> last three lines <i>substitute</i> "may be made for him to be examined in London in April or October. The examinations will begin on the first Tuesday in April and the third Tuesday in October."

Paragraphs 54 and 61, line 4. <i>After</i> "allowance" <i>insert</i> "at Government rate" | 64
3105 |

Army Orders.—July, 1914.

54	Regulations for the Royal Militia of the Island of Jersey.—Regulations for the Royal Militia of the Island of Jersey have been approved and copies will shortly be issued to all concerned.	A.O. 237. 1914.
Miscell. 106		
40	Training Manual, R.F.C., Part II.—(Military Wing) (Provisional).—This manual has been approved, and copies will shortly be issued to all concerned.	A.O. 238. 1914.
War Office 1893		
40	Army Service Corps Training, Parts I. and III.—Amendments have been approved and copies will shortly be issued to all concerned.	A.O. 239. 1914.
War Office 1941		
8	Regulations for Magazines and Care of War Matériel.—Amendments have been approved, and copies will shortly be issued to all concerned.	A.O. 240. 1914.
Magazines 29		
40	Handbooks.—1. 10-pr. jointed B.L. Gun, Mule Equipment, 1914.—A revised edition has been approved and copies will shortly be issued to all concerned.	A.O. 241. 1914.
W.O. 1938		
40	2. 15-pr. Q.F. Gun, 1914.—A revised edition has been approved, and copies will shortly be issued to all concerned.	
W.O. 1964		
47	3. Amendments to the following handbooks have been approved, and copies will shortly be issued to all concerned :—	
514		
	Section Gun Drill, 4·5-inch Q.F. Howitzer.	
	„ „ 6-inch B.L. Howitzer.	
	„ „ 15-pr. Q.F. Gun.	
	„ „ 15-pr. B.L.C. Gun.	
	„ „ 60-pr. B.L. Gun.	
40	Handbook to 9·45-inch B.L. Howitzer.	
W.O. 2120		
75	„ „ 5-inch B.L. Gun, Marks I.—V., Land Service.	
12		
8498		

Army Orders.—July, 1914.**A.O. 242.
1914.****BOOKS, FORMS, &c.***Military Books.*

1. The following books have been placed on sale :—

	Price	
	s.	d
Field Service Pocket Book, 1913—Amendments :—		
Set 1	0	1
Set 2	0	2
(Issued with Army Orders, dated 1st April, 1914.)		
Report on the Reconnaissance Survey of the Cape of Good Hope. General Staff. 1903-11	1	1
Handbook of the 4·5-inch Q.F. Howitzer. Land Service. 1914	1	1
Regulations for the Equipment of the Army. Part 2—		
Sections VI., VII., VIII., IX.	0	2
Section XIV.	0	2
(Issued with Army Orders, dated 1st May, 1914.)		
Regulations under which Warrant Officers and Non-Commissioned Officers of the Regular Army may be promoted to Combatant Commissions as Second Lieutenants. 1914. Provisional. (Issued with Army Orders, dated 1st May, 1914)	0	2
Instructions for Practice Seawards. Royal Garrison Artillery. Coast defences. 1914-1915	0	3
Report on the Examination for Certificates "A" and "B" held in March, 1914, for Cadets of the Junior and Senior Divisions, Officers Training Corps, with copies of the Examination Papers	0	6
Standing Orders for the Aldershot Command, 1914	1	9

Army Book and Forms approved.

2. The following new Army Book and Forms have been approved :—

Army Book 32A, "Veterinary Field Case Book."
Applications for this book should be addressed to the officer i/c Army Veterinary Stores, Woolwich.

Army Form B 51A, "Health Notes for Women and Children proceeding Abroad." Copies of this form have been sent to officers i/c Records.

Army Form B 249, "Attestation Paper: 9 years with the Colours and 3 in the Reserve."

Army Orders.—July, 1914.

Army Form B 249A, "Notice Paper ; 9 years with the Colours and 3 in the Reserve." A.O. 242
1914

Army Form B 259, "Attestation Paper ; Army Reserve (Special Reservists), Category A, Royal Flying Corps (Military Wing), 4 years' Service." *continued.*

Army Form B 259A, "Notice Paper ; Army Reserve (Special Reservists), Category A, Royal Flying Corps (Military Wing), 4 years' Service."

Copies of the above-mentioned four Army Forms have been despatched to Recruiting Officers and Infantry Depôts.

Army Form B 2081, "Particulars of a Warrant Officer or N.C.O. who is a Candidate for Promotion to a Combatant Commission as Second Lieutenant." A distribution of this form has been made to all Commands, Divisions, Brigades, Districts, Coast Defences and Regular Units.

Army Form G 895, "Details of the approved Establishments of Stores for Defence Electric Lights and Telephones." This form has been introduced with reference to War Office Circular Letter, dated 14th August, 1913, No. 57/Gen. No./1663 (F.W. 4A), and should not be used for Estimates or Demands. Copies should be indented for as required.

Army Forms revised.

3. The following Army Forms have been revised. Previous prints are obsolete and should be wasted :—

Army Form B 161-9, "Qualification Report ; Printer (Compositor)."

Army Form B 163, "Qualification Report ; Instrument Repairer (Fortress)."

Army Form B 169, "Qualification Report ; Engine Driver (Fortress)."

Copies of these three forms should be indented for as required.

Army Form G 896, "Annual Estimate of Stores required for Defence Electric Lights, Telegraph and Telephone Establishments, and for Engineer Services." This

Army Orders.—July, 1914.

A.O. 242 form was revised in August last to provide only for
1914 Stores in Woolwich Sections 28 and 29 and some
continued. N.I.V. Stores, *vide* War Office Circular Letter, dated
29th July, 1913, No. 57/Gen. No./2835 (F.W. 4A).
This revised form should alone be used in future, and
any copies bearing the same imprint, *i.e.*, "8/13"
(or of a prior date) which contain Sections other than
those mentioned above should be wasted.

Army Form G 1098-31, "Mobilization Store Table for
a Bridging Train." Dated May, 1914. A distribu-
tion of this form has been made to all concerned.

Army Form I 1244, "Gonorrhoea Case-Sheet." This
form should be indented for as required.

Army Form O 1667, "Medical Attendance; Private
Practitioner's Monthly Claim, not at Contract Rates."
Copies of this form have been issued to all units
drawing schedule allowances. Other requirements
should be indented for in the usual way.

Army Form O 1670, "Outfit Allowance; Agreement
by Special Reserve Officer." Copies of this form have
been forwarded to all Special Reserve Infantry
battalions. Other units should indent for their
requirements on Army Form L 1350.

Army Books cancelled.

4. The following Army Books have been cancelled :—

Army Book 377, "Mechanical Transport; Issues of
Consumable Stores."

Army Book 378, "Mechanical Transport; Issues of
Expendable Stores."

Army Book 379, "Mechanical Transport; Issues of
Fuel and Light."

MEMORANDUM.

With reference to Army Book 18, "Record of Electric
Cables," Part I. has been printed separately, and will
be issued on demand by those concerned. Parts I. and
II. of this Army Book should not be demanded in
future unless Part II. is required.

**LIST OF CHANGES IN WAR MATÉRIEL, &c.,
AND AMENDMENTS TO THE PRICED
VOCABULARIES OF STORES AND OF
CLOTHING AND NECESSARIES.**

A list of changes in war matériel and patterns of military stores which have been approved and sealed, with instructions relating thereto, is issued herewith to all concerned.

Lists of amended and additional rates for the Priced Vocabulary of Stores and for the Priced Vocabulary of Clothing and Necessaries have been approved, and copies will be issued to all concerned.

By Command of the Army Council,

A handwritten signature in dark ink, appearing to read 'R. H. Wade'. The signature is written in a cursive style with a large initial 'R' and a long horizontal stroke at the end.

Army Orders.—July, 1914.

APPENDIX TO ARMY ORDER 217.

VOLUNTARY AID DETACHMENTS.

Counties, &c., are arranged in alphabetical order.

ENGLAND AND WALES.

No.	Detachment.	Classification.	By whom organized.
40	Buckingham ...	Women's ...	County Association.
12	Carmarthen...	" ...	British Red Cross Society.
24	Denbigh ...	" ...	County Association.
92	Devon ...	" ...	} British Red Cross Society.
37	Essex ...	Men's ...	
8	Flint...	Women's ...	County Association.
3	Hants ...	Men's* ...	} British Red Cross Society.
100	Lancashire, East ...	Women's ...	
102	" " West ...	" ...	
34	" " ...	" ...	} County Association.
36	" " ...	" ...	
14	Leicester ...	" ...	St. John Ambulance Association.
11	Lincoln ...	Men's* ...	} British Red Cross Society.
18	London City of ...	Women's ...	
20	" " ...	" ...	
150	" County of ...	" ...	
80	Norfolk ...	" ...	
58	Northumberland ...	" ...	
62	Nottingham...	" *	
98	" ...	" ...	
34	Oxford ...	" *	
122	Somerset ...	" ...	
82	Surrey ...	" ...	} British Red Cross Society.
43	Sussex ...	Men's ...	
162	" ...	Women's ...	
164	" ...	" ...	
166	" ...	" ...	
34	Wilts ...	" ...	
9	Yorkshire, East Riding.	Men's ...	
22	Yorkshire, East Riding.	Women's ...	

* In place of detachment resigned.

Army Orders.—July, 1914.

No.	Detachment.		Classification.		By whom organized.
29	Yorkshire,	North	Men's	} British Red Cross Society.
60	Riding.	North	Women's	...	
98	Yorkshire,	West	"	...	} St. John Ambulance Brigade.
100	Riding.	West	"	...	

SCOTLAND.

20	Forfar	Women's	...	} British Red Cross Society, Scottish Branch.
28	Lanark	"	...	
50	Renfrew	"	...	

Army orders.

LONDON:
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BY HARRISON AND SONS,
PRINTERS IN ORDINARY TO HIS MAJESTY.
(M 3206) Wt. 216-586 1500/2250 7/14 919wo

[Issued with Army Orders dated 1st July, 1914.]

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TERRITORIAL FORCE REGULATIONS.

APPENDIX XXVI.

FORMATION OF RECORD OFFICES AND DEPÔTS FOR THE TERRITORIAL FORCE ON MOBILIZATION.



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TERRITORIAL FORCE REGULATIONS.

APPENDIX XXVI.

79
813L

FORMATION OF RECORD OFFICES AND DEPÔTS FOR THE TERRITORIAL FORCE ON MOBILIZATION.

Part 1.

Formation of Territorial Force Record Offices.

1. On mobilization a Territorial Force Record Office will be established in each military district in Great Britain (except Aldershot) for the care, custody and upkeep of the attestations of Territorial Force soldiers serving in the units which are raised and administered by the Territorial Force Associations of counties comprised within the district (*see* Sub-Appendix A). There will be 11 of these offices, two in each Command (except Aldershot) and one in London. Those to be located in London, Preston and York will be double offices, dealing in each case with the attestations of two Territorial divisions.

2. The divisional grouping of counties for the purpose of forming these offices has been adopted as being on the whole the simplest and most convenient. With the exception of the London Divisions, this grouping also renders it possible to locate the offices in towns where there are already Regular Infantry Record Offices, the headquarters of which can advise the personnel of the Territorial Force Record Offices as to procedure and organization. In the case of the London Territorial Force Record Office, this advice will be obtained from the Officer in charge of Records, Hounslow.

3. These record offices will be formed with the following objects :—

- (a.) The assimilation of the conditions of a mobilized Territorial Force unit, as far as possible, to those of a Regular unit serving at home in peace time (but *see* paragraph 29).
- (b.) The relief of Officers Commanding units on mobilization from responsibility for clerical work, which will allow them more time and more opportunity for the exercise of their proper functions of training and command.
- (c.) The compilation of statistical information by an officer specially appointed to maintain the records of the units affiliated to his office.

4. A Territorial Force Record Office will therefore be a place where certain necessary information regarding individual non-commissioned officers and men of Territorial Force units serving at home while mobilized is collected and co-ordinated, and where the War Office, County Associations, and private individuals can apply for information without reference to Officers Commanding units.

4A. Officers in charge of Territorial Force Records will have no administrative powers over men of the Territorial Force, such as are exercised in the case of Regular troops, under the authority of paragraphs 92-95, King's Regulations.

5.—(i.) Each Territorial Force Record Office will be placed under the charge of a retired Regular officer, who will be nominated for this duty by the War Office. It is proposed to select 11 officers for this purpose as soon as possible, and, in order to fit them for their duties on mobilization, to require them to undergo certain annual attachments to the corresponding Regular Infantry Record Offices located in the towns mentioned in Sub-Appendix A (*see* paragraph 7). For this purpose the Territorial Force Record Office for the two London Divisions, &c., will be affiliated to the Regular Record Office at Hounslow. An extra officer will also be selected for the double offices referred to in paragraph 1.

(ii.) The officers referred to in (i) will receive their mobilization orders, including railway warrant, in peace, as in the case of other retired officers.

6. The rest of the personnel required to complete the establishment of Territorial Force Record Offices on mobilization (*see* paragraph 25 (e)) will consist of :—

- (a) The ex-soldiers who have been engaged as paid orderly room clerks of Territorial Force units, &c., under arrangements made by County Associations ;
- (b) Such of the instructors of the permanent staff who may not be required for duty with Territorial Force units or depôts on mobilization ; and
- (c) Selected retired officers and ex-soldiers experienced in record office work. In the latter case they will be provided under the arrangements specified in paragraph 25 (d).

7.—(i.) The attachment of the fourteen selected officers for the first year will be for a period of 1 month, in subsequent years for 14 days. Their duties during their attachments are detailed in paragraphs 25 and 26.

(ii.) After completing their training in a Regular Infantry Record Office the selected officers may, subject to War Office approval in each case, spend a few days each in a Royal Artillery, Royal Engineer, Army Service Corps and Royal Army Medical Corps Record Office, in order to learn how to deal with any technical matters which concern those arms, provided that the total period of attachment is limited to 1 month or 14 days respectively, as in (i).

8. It is intended that Territorial Force Record Offices shall come into existence automatically on the order to mobilize being given. The Officer in charge of Territorial Force Records and his assistant officers will therefore join on the first day of mobilization, and take immediate steps as laid down in paragraph 27.

9. The pay and travelling expenses of the selected officers during their annual attachments, and of officers and ex-soldiers while employed in the Territorial Force Record Offices during mobilization, will form a direct charge against Army Votes.

10. It is estimated that the number of attestations which will be dealt with by each Territorial Force Record Office in respect of the various units of all arms affiliated to it will be as shown in Sub-Appendix B.

11. Territorial Force Record Offices when formed will be maintained throughout the whole period during which the Territorial Force remains mobilized and for as long afterwards as may be deemed necessary by the General Officer Commanding-in-Chief. Before closing a Territorial Force Record Office, however, the General Officer Commanding-in-Chief will ascertain from the War Office that the general situation warrants such a course.

12. Officers in charge of Territorial Force Records will correspond direct with the War Office, Officers Commanding Territorial Force units and dépôts, County Associations and Regular Record Offices, in respect of matters connected with their office. Correspondence referring to the personnel and the working of their office will be addressed to the Officer in charge of the Regular Infantry Record Office to which they are affiliated.

13. A sufficient postal address for letters addressed to the Officer in charge of Territorial Force Records will be :—

Officer in Charge
Territorial Force Records,
..... (Town).

14. The procedure in regard to the issue of the orders of Territorial Force units will be carried out in the manner laid down in paragraph 1890, King's Regulations, the numbering of the orders being commenced as from the first day of mobilization.

A specimen table showing the methods of framing Part II. of the orders of a Territorial Force unit is given in Sub-Appendix C.

15. Until such time as they leave their peace stations, Officers Commanding units will render to the War Office the quarterly return of strength which is prescribed by paragraph 709, Territorial Force Regulations (as well as any other returns mentioned in that paragraph which may become due from the unit), but afterwards returns will be rendered by Officers Commanding and Officers in charge of Territorial Record Offices, in accordance with Sub-Appendix D, and not as shown in paragraphs 1865, King's Regulations, and 709, Territorial Force Regulations.

16. Before a unit proceeds to its war station its Officer Commanding will transmit, by the quickest route, all the attestations of the men of the unit who have not been discharged, together with Army Book 216 (Record of Services, &c., Territorial Force) to the Officer in charge of Territorial Force Records (care of Officer in charge of Infantry Records at). In the case of units which have a paid orderly room clerk, the latter will take the attestations with him when he joins the Territorial Force Record Office. In either case the Officer in charge of Territorial Force Records will be advised of the despatch by the Officer Commanding the unit.

17. In the case of Territorial Force soldiers belonging to the Imperial Service Section, or to the Special Reserve, Category (b), who are sent to join Regular or other units, or are placed under orders for service abroad, the certified copy of the attestation (and enclosures) mentioned in paragraph 163A, Territorial Force Regulations, will be sent to the Regular Record Office concerned, the original being retained by the Territorial Force Record Office.

In these cases the responsibility for filling in the particulars on Army Forms B 103 and B 122, and for completing pages 2 and 3 of Army Book 64 in every particular, will rest with the Officer Commanding the Territorial Force unit in all cases where men join the Territorial Force unit before proceeding to join the Regular unit, and with the Officer Commanding the Regular unit in those cases where the men proceed direct to the Regular unit.

When these men revert to their ordinary Territorial Force peace conditions the certified copies and the enclosures will be returned to the Territorial Force Record Office (if still in existence) or to the Officer Commanding the man's unit, as the case may be, and the original attestations will be brought up to date to agree with the certified copies.

18. Before a unit proceeds to its war station, the Commanding Officer will render to the Officer in charge of Territorial Force Records :—

- (i.) A complete nominal roll of the non-commissioned officers and men (including Territorial Force reservists on the books of the unit) who were on the strength when the order to mobilize was received.
- (ii.) A nominal roll of the recruits (including men of Class II., National Reserve, allotted to the unit) who were attested and approved during the mobilization period.
- (iii.) A return of the total numbers of each rank present with the unit on the date of the return.

19. Against the names on the rolls specified in paragraph 18 should be noted the following particulars, with dates in each case :—

- (i.) Men discharged as medically unfit.
 - (ii.) Men sent home temporarily unfit.
 - (iii.) Surplus reservists sent home.
 - (iv.) Men provided for headquarters of units or for other units, including Territorial Force Depôts and Record Offices
 - (v.) Special Reservists, Category (b), and Imperial Service men sent to join Special Reserve or other units.
 - (vi.) Promotions during the mobilization period.
 - (vii.) Men in hospital, absentees, or otherwise accounted for.
- To which information will be added :—
- (viii.) Men attached from other units.
 - (ix.) The names and addresses of men of Class II. National Reserve, who were allotted to the unit but who have not been attested and approved for it.

20. Before proceeding to war stations, Officers Commanding Territorial Force units will report to the Secretary of the County Association and to the Officer Commanding, Territorial Force Depôt—

- (a.) The number of men wanting to complete.
- (b.) The number of surplus reservists sent home.
- (c.) The number of men sent home temporarily unfit.

On receipt of this information the County Association will arrange the recruiting accordingly.

As soon as a unit reaches its full establishment (as reported by the Officer Commanding before mobilization is completed, or by the Officer in charge of Territorial Force Records afterwards), recruiting for the unit will be restricted to the replacement of casualties as they occur.

21. Before proceeding to war stations, Officers Commanding Territorial Force units will also report to the Officer in charge of Territorial Force Records the number of "Notices to join" actually despatched through the post. The Officer in charge of Territorial Force Records will then render a certificate to the War Office for transmission to the Post Office, showing the total number of "Notices to join" actually despatched through the post by the whole of the units affiliated to his Record Office.

22. Whenever a soldier of the Territorial Force is placed under compulsory stoppages of pay, under Section 145 of the Army Act, Army Form B 282 will be sent by the Officer Commanding the unit to the Officer in charge of Territorial Force Records to be filed with the man's documents.

23. *Office accommodation.*—As soon as the personnel required for each Territorial Force Record Office has been worked out (*see* paragraph 25 (a)) the General Officer Commanding-in-Chief will ascertain, after consultation with the Territorial Force Association of the county in which the Territorial Force Record Office is to be formed, what buildings belonging to the County Association there are in the 11 towns mentioned in Appendix A suitable for the purpose of a Territorial Force Record Office. He will then determine, and notify the Secretary of the Association, which of them will be earmarked for this purpose.

On mobilization being ordered, the Secretary of the Association will take immediate steps for securing the prompt evacuation of the building selected for the use of the Territorial Force Record Office.

24. *Office furniture.*—If the furniture taken over with the building is insufficient for the purposes of the Territorial Force Record Office, the officer in charge will be allowed to supplement it by the purchase of articles of a plain nature, but only to a limited extent. He will claim the amount so disbursed from the General Officer Commanding-in-Chief, supporting the claim by receipted bills, and will forward a list of the articles purchased, as soon as possible, to the officer in charge of barracks of the district in which

the Territorial Force Record Office is located, who will then bring the purchased furniture on inventory.

DUTIES OF THE OFFICER SELECTED TO TAKE CHARGE OF A
TERRITORIAL FORCE RECORD OFFICE.

25. While undergoing his month's attachment in the first instance (*see* paragraph 7), an officer selected to take charge of a Territorial Force Record Office will receive from the Officer in charge of Regular Infantry Records such training in his duties on mobilization as can be given to him in a Regular Record Office.

Under the supervision of the Officer in charge of Regular Infantry Records he will also—

- (a.) Prepare an estimate of the number of officers and clerks of all ranks that will be needed to form the establishment of the Territorial Force Record Office which he is to take over on mobilization.
- (b.) Prepare a provisional detailed scheme of the routine duties of the office, including the distribution of work and supervision for the proposed establishment. As the attestation of all arms will have to be dealt with in a Territorial Force Record Office, it may be necessary to refer for advice to the Officers in charge of Records of arms other than infantry (*see* paragraph 7).
- (c.) Prepare a roll of the names and addresses of the paid orderly room clerks who have been already appointed for Territorial Force units, and who are to join the Territorial Force Record Office on mobilization.
- (d.) In order to make up the deficiency of personnel, he will open a register of names and addresses of retired Regular officers and officers of the Territorial Force, Territorial Force Reserve and National Reserve, and of ex-soldiers who are suitable and willing to register their names for employment in the Territorial Force Record Office on mobilization. During the periods between the annual attachments, this register will be maintained by the Officer in charge of Regular Infantry Records.
- (e.) Transmit through the usual channels to the War Office a copy of the schemes prepared under (a) and (b), reporting at the same time the deficiency in personnel to be made good on mobilization. The establishment of the office, when approved, will be published in War Establishments, Part II.
- (f.) Report through the Officer in charge of Regular Infantry Records whether the Territorial Force Record Office will require any special forms or returns which are not at present in existence, or which are in existence for the Regulars but which cannot readily be adapted to the use of the Territorial Force.
- (g.) Prepare in consultation with Officers in charge of Records of all arms, and hold in readiness for submission to the

War Office on the first day of mobilization, an indent of army books and forms and stationery and office equipment (such as typewriters, duplicators, &c.), which will be required by the Territorial Force Record Office, such indent to be based on two months' requirements for an office with the establishment estimated under (a). It is anticipated that there will be no difficulty in meeting these indents within about a week after their receipt.

A small stock of stationery, &c., for the use of the Territorial Force Record Office during the first 10 days of its existence will be indented for, as soon as possible after the receipt of this Army Order, by the Officer Commanding the affiliated Regular Infantry Record Office referred to in paragraph 5. This stock must be kept separate and always in readiness to be handed over to the Territorial Force Record Office whenever it may be formed.

- (h.) Consider whether it will be desirable to establish telephonic communication between the Regular Record Office and the Territorial Force Record Office and whether this should be done in peace time.

26. While undergoing attachment in subsequent years (*see* paragraph 7) the selected officer, under the direction of the Officer in charge of Regular Infantry Records, will—

- (a.) Make himself acquainted with all changes during the past year which may have affected the organization of the Territorial Force Record Office.
- (b.) Revise the schemes and lists prepared under paragraph 25 (a), (b), (c) and (d).
- (c.) Report as in paragraph 25 (e).
- (d.) Revise the indent of stationery, &c., prepared under paragraph 25 (g).
- (e.) Ascertain from the County Association the latest arrangements made under paragraphs 23 and 24.

27. The duties of an Officer in charge of Territorial Force Records on assuming charge on mobilization will be as follows :—

- (a.) He will immediately despatch the stationery indent to the War Office and obtain the stock of stationery referred to in paragraph 25 (g).
- (b.) He will complete the approved establishment of the office by calling up the subordinate personnel registered for employment in his office.
- (c.) He will get into, and keep in, touch with the County Association as regards the provision of buildings and furniture (paragraphs 23 and 24).
- (d.) He will, as soon as possible, establish telephonic communication between his office and that of the Officer in charge of Regular Infantry Records, if such a course be deemed desirable.

- (e.) He will engage such messengers, charwomen and resident caretakers as may be required for the new office.
- (f.) He will notify the local post office of the formation of the office and of its exact location.
- (g.) He will register the word "Terrecoff" as a telegraphic address for his office, and will report it to the units affiliated to his record office, and to the War Office for notification in the Army List.
- (h.) He will inform the Officers Commanding Territorial Force Depôts of the names of men who were sent home temporarily (*see* paragraph 19 (ii), (iii) and (ix)).
- (i.) He will obtain from the Cashier of the Command (through the Command Paymaster) imprests to cover his monthly expenditure.
- (j.) An Officer in charge of Territorial Force Records will be a Sub-Accountant to the Command Paymaster of the Command in which the record office is situated, and will render once a month an account of his receipts and expenditure to that officer on Army Form N 1,531. Civilian subordinates will be paid on Army Form O 1,603.

28. During mobilization the Officer in charge of Territorial Force Records will be responsible to the Officer in charge of Regular Infantry Records for the proper management of his office, and the latter officer will either personally, or by expert members of his office, afford the former, as far as circumstances allow, such guidance in methods of organization, &c., as may appear to be required.

29. The rates of pay which will be offered to officers and civilian clerks who undertake to serve in Territorial Force Record Offices are as follows :—

(1.) During peace training—

The 14 officers in charge of Territorial Force Records (<i>see</i> paragraph 5).	}	At the rate of 150% per annum and retired pay).
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Military railway warrants for the officers' journeys from their homes will be issued from the War Office, and the officers will be entitled in addition to cab fares necessarily incurred on the journeys, and to a nightly rate of detention allowance for the period of the training to be fixed by the Army Council.

(2.) On mobilization—

(a.) Officers in charge of Territorial Force Records.	}	<i>Under consideration.</i>
(b.) Officer assistants.		
(c.) Ex-soldier clerks.—24s. to 30s. a week. These rates are in addition to any pension possessed by those employed.		

30. General Officers in charge of Administration, when making periodical inspections of the mobilization arrangements of Regular

Record Offices, will also investigate and report on the arrangements made for the formation of Territorial Force Record Offices.

31. In the case of active service, casualties among the Territorial Force serving at home will be notified to the Territorial Force Record Office in accordance with the principles enunciated in Section 133, Field Service Regulations, Part II., as modified by home conditions. The Territorial Force Record Office will thereupon perform certain functions pertaining to the Adjutant-General's Office at the base (*see* paragraphs 1875-6, King's Regulations), viz. :—

- (i.) The next of kin will be informed on the appropriate sub-number of the Army Form B 104 series, sub-numbers 80 to 91 (inclusive).
- (ii.) The casualties, after the names, &c., have been carefully verified with the attestations, will be telegraphed to the War Office and notified to the County Association and, after War Office sanction, to the local press for general information.
- (iii.) All enquiries from relatives and friends as to the whereabouts and condition of the men belonging to the units engaged will be answered (subject to the provisions of paragraph 1877, King's Regulations, as amended by Army Order 209 of 1912). Commanding Officers of units and the War Office will forward any such enquiries as may be addressed to them to the Territorial Force Record Office to be answered. Any enquiries regarding the estates of men deceased or discharged on account of insanity will be referred to the War Office.

32. The occurrence of any casualty (*e.g.*, death, desertion, promotion, &c.) affecting the issue of separation allowance, will be at once notified by the Territorial Force Record Offices to the County Association concerned.

When a member of the Imperial Service Section is placed under orders for service abroad, this should be notified as a casualty affecting the allowance, as the County Association ceases thereupon to be responsible for the payment of the separation allowance.

33. When a Territorial Force Record Office is finally closed (*see* paragraph 11), all the attestations, with the necessary enclosures, will be returned completed and in their proper order, together with other records to Officers Commanding units, who will thereupon file the men's regimental conduct sheets (Army Form B 120) with the attestations (*see* also paragraph 17).

Part 2.

Formation of Territorial Force Depôts.

34. Under instructions from General Officers Commanding-in-Chief, Territorial Force depôts will be formed on mobilization at selected stations (*see* paragraph 36) either for a single unit or for a group of units, for the purpose of attesting, medically examining, clothing and equipping recruits, and despatching them to units.

35. Recruits will, as a rule, not remain for more than 48 hours at the depôt, as they will be trained with their own units at war stations. While at the depôt they will be billeted or accommodated under special arrangements, or they may be permitted to remain at their own homes near the depôt.

36. As soon as convenient after the receipt of this Army Order, General Officers Commanding-in-Chief will prepare and submit to the War Office (after consultation with County Associations as to the best centres for clothing and equipping recruits) a complete scheme of Territorial Force Depôts to be formed on mobilization within each divisional area of the Command. As far as possible, Territorial Force Headquarters will be utilized for the purpose of these depôts.

In framing this scheme, they will endeavour to economize personnel by grouping units, and by arranging, as far as possible, to affiliate to one depôt all the units in each of the smaller towns, or in each district of larger towns and cities.

Not more than one officer and one non-commissioned officer per unit affiliated to a depôt will in any case be allowed on the establishment of that depôt; in most cases of affiliated depôts a considerably less number of officers and non-commissioned officers should suffice.

The scheme will be drawn up for each Territorial Force divisional area in the form shown in Sub-Appendix E. The establishment of these depôts, when finally agreed upon, will be published in War Establishments, Part II.

37. General Officers Commanding-in-Chief will arrange with divisional or mounted brigade commanders, or commanders of coast defences to keep a list of approved officers of the Territorial Force, Territorial Force Reserve and National Reserve who would be suitable and willing to serve with these depôts on mobilization. It must be remembered, however, that a National Reserve officer as such cannot assume command of a Territorial Force depôt without being first commissioned as a Territorial Force officer.

38. In order to deal with the recruits and details of units which have moved off to the coast defences unmobilized, the officer nominated to command a Territorial Force Depôt will be required to assume command of the depôt on the first day of mobilization or as soon after as possible, and to report to the Officer in charge of the Territorial Force Record Office and to the Secretary of the County Association or Associations concerned that he has done so.

39. The Officer Commanding a Territorial Force unit will be responsible for seeing that the personnel which has to be furnished to the Territorial Force Dépôt from officers and men belonging, or attached, to the unit (including Class II. National Reserve), is promptly despatched to the dépôt.

40. The travelling expenses of attested recruits will be paid by the Officer Commanding Territorial Force dépôt under the same conditions as those laid down in the Allowance Regulations for recruits of the Regular Army.

41. Bedding, washing utensils, and such equipment as may be required for the dépôt, will be obtained by the Officer Commanding the dépôt, as required, by indent on the local Army Ordnance Department.

42. *Clothing and necessaries.*—Recruits joining a Territorial Force unit after it has been embodied will be sent to a Territorial Force Dépôt to be outfitted by the County Association (through the Officer Commanding dépôt) with the articles of clothing and personal equipment for which the Association is responsible under paragraph 506, Territorial Force Regulations.

43. The Officer Commanding Territorial Force Dépôt will be responsible for marking the identity discs of the recruits. For this purpose he will obtain from a Territorial Force unit a set of stamps (provided under paragraph 103, Equipment Regulations, Part III.). These stamps are not required by units after mobilization has been completed.

44. The duties of an Officer Commanding a Territorial Force Dépôt will be as follows :—

(a.) On taking charge of the dépôt he will indent on the War Office for the necessary stationery, forms, travelling warrants, &c. A small supply of stationery for use during the first few days will be held in readiness in a mobilization stationery box belonging to the unit from which the Officer Commanding Territorial Force Dépôt is drawn.

(b.) He will also register the word "Terredep" as a telegraphic address for his dépôt, and will report it to the War Office for publication in the Army List.

(c.) He will obtain imprests to cover his expenditure from the Cashier of the Command (through the Command Paymaster). The pay of the personnel will be claimed on Army Form N 1,452, and the pay, &c., of recruits on attestation, on Army Form N 1,512.

(d.) He will arrange for the medical examination, attestation and approval of recruits. The medical examination will be conducted as laid down in paragraph 133, Territorial Force Regulations.

(e.) He will issue orders for the rejoining, medical examination if necessary, and disposal of men who were sent home temporarily (see paragraph 27 (h)).

(f.) He will arrange for the payment and accommodation of the recruits and the dépôt establishment.

(g.) Under directions from the County Association he will

maintain a store of clothing and personal equipment for issue to accepted recruits, and will keep such ledgers as may be necessary for the purpose of accounting for his receipts and issues (*see* paragraph 42).

(*h.*) He will despatch recruits (and rejoined men) to units as promptly as possible, in charge of a non-commissioned officer if necessary, and as each party leaves the *depôt* will telegraph to the Officer Commanding the unit the strength of the party, and the probable hour of its arrival.

(*j.*) Each evening he will render manuscript nominal rolls of the recruits, &c., despatched to units :—

- (i.) One roll to the Officer Commanding the unit, specifying the dates of enlistment, and
- (ii.) One roll to the Officer in charge of Territorial Force Records, accompanied by the men's attestations.
- (iii.) He will also report to the Territorial Force Record Office the number of recruits of each unit remaining at the *depôt* at the end of the day (*see* paragraph 35).

(*k.*) He will have the same powers of discipline as an Officer Commanding detachment, as laid down in paragraph 457, King's Regulations.

(*l.*) He will prepare, and forward to the County Association concerned, Army Form D 418 for each recruit and rejoined man (*see* paragraphs 19 (ii) and (iii)). He will also forward daily to the Officer Commanding unit and the Officer in charge of Territorial Force Records, the names, &c., of all married recruits, &c., on whose account separation allowance has become issuable on Army Form D 418.

(*m.*) He will keep in safe custody any medals that may be handed to him by officers and men of the Territorial Force who prefer not to leave them at their homes.

45. When the whole of the units affiliated to a Territorial Force *Depôt* have completed their establishments, the Officer Commanding the *depôt* will report the matter through the Divisional Commander to the General Officer Commanding-in-Chief, so that the latter may consider how the personnel of the *depôt* shall be disposed of.

46. The Officer Commanding a Territorial Force *Depôt* will receive from Officers Commanding units copies of all orders which affect the *depôt*.

SUB-APPENDIX A.

LIST OF TERRITORIAL FORCE RECORD OFFICES TO BE FORMED ON MOBILIZATION.

Place at which Record Office is to be located.	Territorial Force troops affiliated to the Record Office.*	County Associations by which the units are administered.
<i>Scottish Command.</i>		
Perth	Highland Division ... Highland Mounted Brigade. Scottish Coast Defences (part).	Perth, Forfar, Dundee City, Fife, Orkney, Shetland, Caithness, Sutherland, Ross and Cromarty, Elgin, Nairn, Aberdeenshire, Aberdeen City, Banff, Kincardine, Inverness, Argyll, Bute, Kinross, Clackmannan, Stirling, Dumbarton and Renfrewshire.
Hamilton	Lowland Division ... Lowland Mounted Brigade. Scottish Coast Defences (part).	Linlithgow, Midlothian, Edinburgh City, Haddington, Peebles, Ayrshire, Wigtown, Berwickshire,† Roxburgh, Selkirk, Dumfries, Kirkcudbright and Lanarkshire and Glasgow City.
<i>Western Command.</i>		
Preston (Lancashire).	East Lancashire Division. West Lancashire Division. North-West Coast Defences.	Lancashire (part). Cumberland, Westmorland and Lancashire (part).
Shrewsbury :	Welsh Division ... Welsh Border Mounted Brigade. South Wales Mounted Brigade. Western Coast Defences.	Cheshire, Flintshire, Denbigh, Anglesey, Carnarvon, Merioneth, Montgomery, Radnorshire, Cardigan, Brecknock, Monmouthshire, Pembroke, Carmarthen, Glamorgan, Hereford and Shropshire.

* Including Army Troops (Territorial Force).

† Except Berwick-on-Tweed, which is included for this purpose under Northumberland.

SUB-APPENDIX A—*continued.*

Place at which Record Office is to be located.	Territorial Force troops affiliated to the Record Office.*	County Associations by which the units are administered.
<i>Northern Command.</i>		
York	Northumbrian Division. North-East Coast Defences. West Riding Division Yorkshire Mounted Brigade.	Northumberland (including Berwick-on-Tweed), Durham and East and North Ridings of Yorkshire West Riding of Yorkshire.
Lichfield	North Midland Division. Notts and Derby Mounted Brigade. North Midland Mounted Brigade.	Lincoln, Leicester, Rutland, Staffordshire, Nottingham and Derbyshire.
<i>Southern Command.</i>		
Warwick	South Midland Division. 1st South Midland Mounted Brigade. 2nd South Midland Mounted Brigade.	Warwick, Gloucester, Worcester, Oxford, Buckingham and Berks.
Exeter	Wessex Division ... 1st South Western Mounted Brigade. 2nd South Western Mounted Brigade. South Western Coast Defences. Southern Coast Defences.	Devon, Somerset, Cornwall, Hampshire, Dorset and Wilts.
<i>Eastern Command.</i>		
Warley	East Anglian Division Eastern Mounted Brigade. Eastern Coast Defences.	Norfolk, Cambridge, Suffolk, Bedfordshire, Hertford, Huntingdon, Essex and Northampton.
Hounslow	Home Counties Division. South Eastern Mounted Brigade. South Eastern Coast Defences.	Surrey, Kent, Middlesex, Sussex.
<i>London District.</i>		
London	1st London Division... 2nd London Division... London Mounted Brigade.	City and County of London.

* Including Army Troops (Territorial Force).

SUB-APPENDIX B.

The approximate number of non-commissioned officers and men of the various arms of service for whom attestations will be held by Territorial Force Record Offices on mobilization is as follows:—

Territorial Force Divisions, &c.	Yeomanry.	Royal Horse Artillery and Royal Field Artillery.	Royal Garrison Artillery.	Royal Engineers.	Infantry.	Army Service Corps.	Royal Army Medical Corps.	Army Veterinary Corps.*	Total.
Highland (Perth) ...	2,211	1,852	2,210	694	17,545	652	963	30	26,157
Lowland (Hamilton) ...	1,769	2,390	676	1,352	19,311	655	1,049	30	27,232
East Lancashire } (Preston)	1,326	4,352	885	1,808	25,594	984	1,621	60	35,630
West Lancashire } ...	2,654	2,604	988	830	17,202	740	1,056	30	26,104
Welsh (Shrewsbury) ...	1,769	4,556	1,799	2,281	24,598	1,077	1,774	60	37,914
Northumbrian } (York) ...	2,654	2,604	208	493	11,816	716	1,063	30	19,584
West Riding } ...	2,654	2,603	209	941	11,816	719	1,112	30	20,084
North Midland (Lichfield) ...	3,096	2,604	2,315	2,031	14,738	736	1,119	30	26,669
South Midland (Warwick) ...	2,653	2,388	834	590	13,265	625	928	30	21,313
Wessex (Exeter) ...	1,769	2,174	912	1,135	14,738	614	938	30	22,310
East Anglian (Warley) ...	2,211	4,780	417	1,881	26,004	1,092	2,020	60	38,465
Home Counties (Hounslow) ...	2,211	4,780	417	1,881	26,004	1,092	2,020	60	38,465
1st London } (London) ...	24,766	32,907	11,453	14,036	196,627	8,610	13,643	420	302,462
2nd London } ...									

* Mainly for veterinary hospitals, to be formed on mobilization.

SUB-APPENDIX C.

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SPECIMEN OF PART II. ORDERS FOR A MOBILIZED TERRITORIAL FORCE UNIT.

(This is intended to be a guide only, and is not to be taken as a complete list of casualties which may occur.)

Subject.	Regimental number, rank and name.	Nature of casualty.	Remarks for the guidance of Officers Commanding units and Officers i/c Territorial Force Records as regards the financial aspect of these casualties, &c.
Recruits		Attested and posted driver (date). Joined as a recruit from dépôt (or district, &c.) (date). Promoted corporal, vice (date). Appointed lance-serjeant, vice (date). Reverts to corporal at own request (date). Reverted to corporal (cause and date).	
Promotions, appointments, &c.		...	
Transfers, postings of per- manent staff.		...	
Transfers of men of Territorial Force.		...	
Agreement to join Imperial Service Section		Date:	Army Form E 624 to be sent to Record Office.

SUB-APPENDIX C—continued.

Subject.	Regimental number, rank and name.	Nature of casualty.	Remarks for the guidance of Officers Commanding units and Officers i/c Territorial Force Records as regards the financial aspect of these casualties, &c.
Withdrawal from the Imperial Service Section. Placed under orders for Imperial service abroad.		Date... .. Date... ..	Army Form E 624 filed with the attestation to be cancelled. The original attestation must be forwarded to the Officer i/c Regular Record Office concerned. The County Associations must be informed by the Officer i/c Territorial Force Record Office with reference to the issue of separation allowance, which thereafter will be issued by the Paymaster concerned. Army Form E 611 to be sent to Record Office to be filed.
Re-engagements Discharges Remission of hospital stoppages Forfeiture of pay whilst in hospital.		Date... .. Cause of discharge to be stated as in paragraph 156, Territorial Force Regulations. From.....to.....(authority and date). Forfeits pay while in hospital in accordance with subsection (2), Sec-	

Change of name	tion 138, Army Act, from..... to.....(.....days). Assumed his true name of..... (date).
Change of religious persuasion	...	Changed religious persuasion fromto.....(date).
Embarkations and disembarkations.	...	Embarked at.....for.....in the(date).
Arrivals and departures	...	Disembarked at.....from... .. per.....(date).
Births	...	Son (or daughter), born at..... (date).
Territorial Force Medals.
Classes of instruction	...	Passed class of instruction in..... (qualification and date).
Furloughs	...	Granted furlough from.....to(authority and date).
Working furloughs	...	Granted working furlough from to (authority and date).
Attached	...	Is attached to (company, &c.) for quarters and rations from (date).
Next-of-kin	...	(All changes.)

Officer Commanding will satisfy himself as to this by calling for certificate. The Record Office will inform County Association so that separation allowance may be issued (if issuable in respect of the soldier).
The Officer i/c Territorial Force Records will record the grant of these medals on the authority of the Army Order notifying the award.

County Associations should be informed so that the issue of separation allowance may be discontinued.

SUB-APPENDIX C—continued.

Subject.	Regimental number, rank and name.	Nature of casualty.	Remarks for the guidance of Officers Commanding units and Officers i/c Territorial Force Records as regards the financial aspect of these casualties, &c.
Compulsory stoppages	Placed under stoppages of pay at per diem from (authority and date).	The Officer i/c Territorial Force Records should receive Army Form B 282 to file with the man's documents.
Fines for drunkenness	Amount (date). Mulct-pay for absence from to (..... days).	
Mulct-pay	Absent without leave from a.m. (date).	
Absence without leave	Declared a deserter from (date) ...	Officer Commanding to take steps for the man's apprehension.
Desertion	Surrendered or apprehended (date), and rejoined (squadron, battery, com- pany, &c.) (date), and awaiting trial.	
Rejoined from desertion...	...	Tried by District Courts-martial "and sentenced to for desertion, &c " (date). Absent without leave from to	
Courts-martial (full particulars affecting pay and documents to be given, as shown).		Guard detention room awaiting trial from to To prison (or detention barracks) (date). All former service forfeited on convic-	

NOTE.—All necessary forms and documents must accompany the copy sent to Officer i/c Territorial Force Records, and each should bear the number of the order to which it refers.

SUB-APPENDIX D.

REPORTS AND RETURNS TO BE RENDERED IN RESPECT OF
TERRITORIAL FORCE UNITS DURING EMBODIMENT AND
MOBILIZATION.

Return.	Army Form.	To whom sent.	When due.
<i>By General Officer Commanding-in-Chief.</i>			
Annual return of small-arm ammunition on charge.	G 814A	War Office ...	31st Mar.
Annual return of small arms in possession.	G 893A	" ...	"
Changes in barrack accommodation.	K 1272	" ...	1st Feb., 1st Aug.
Casualties, Army Service Corps.	C 300	" ...	1st of each month.
Annual confidential reports on units.	E 657	"	
Annual confidential reports on brigades.	E 658	"	
Return of officers eligible for Territorial Decoration.	...	" ...	1st Jan., 1st April, 1st July, 1st Oct.
<i>By Commanders of Coast Defences.</i>			
Return of field and garrison mounted ordnance.	G 844	War Office ...	1st April.
Return of dismounted ordnance.	Manuscript	" ..	"
Ordnance and carriages on charge of Special Reserve and Territorial Force Royal Garrison Artillery.	E 545	" ...	"
Detail of changes in the ordnance and mountings, &c., on charge of Special Reserve and Territorial Force.	G 1086	War Office, through General Officer Commanding-in-Chief.	1st Oct.
Detail of changes in armament.	G 819	War Office, through General Officer Commanding-in-Chief.	1st Jan., 1st July, 1st Oct.

SUB-APPENDIX D—continued.

Return.	Army Form.	To whom sent.	When due.
<i>By Officer i/c Territorial Force Records.</i>			
Annual return* ...	E 568	War Office ...	8th Oct.
Quarterly return† ...	E 548	" ...	6th Jan., 6th April, 6th July, 6th Oct.
Increase and decrease return of strength.	B 238	" ...	Every Saturday.
<i>By Officers Commanding Units.</i>			
Quarterly return† ...	E 548	War Office ...	6th Jan., 6th April, 6th July, 6th Oct.
Monthly return ...	B 158	Officer i/c Territorial Force Records.	1st of month.
Return of non-commissioned officers and men eligible for Territorial Force Efficiency Medal.	E 563	War Office ...	1st Mar., 1st June, 1st Sept., 1st Dec.
State of horses and mules.	B 2087	" ...	1st of month.
Officers at station or on leave.	B 149	" ...	"
Return of effectives, increase and decrease, &c.	B 238	" ...	Saturday
Weekly duty state (Royal Army Medical Corps).	B 58	Officer i/c Territorial Force Records.	"
Annual musketry return.	E 569	General Officer Commanding-in-Chief.	Not later than 30th Nov.
Annual musketry return for Royal Artillery, Royal Engineers and Army Service Corps.	E 552	" "	" "
Annual return of guns and carriages on charge of Horse, Field, Heavy and Mountain Artillery.	E 522	War Office (through Chief Ordnance Officer).	1st Oct.
Annual indent for component parts.	G 997	Chief Ordnance Officer.	1st March.
Annual indent for army forms and books.	L 1366	War Office ...	1st Sept.

* Should this return fall due within the period of mobilization it need not be rendered until the unit has settled down at its war station.

† Should these dates fall within the period prior to the completion of mobilization, the returns will be rendered by the Officer Commanding. Afterwards they will be rendered by the Officer i/c Territorial Force Records.

SUB-APPENDIX E.

STATEMENT SHOWING THE TERRITORIAL FORCE DEPÔTS WHICH WILL BE FORMED ON MOBILIZATION
IN THE DIVISIONAL AREA.

County.	Town in which the depôt will be located.	Full postal address of the depôt.	Whether the building belongs to the Territorial Force or is to be hired.	Total sleeping accommodation that can be provided at the depôt.	Names of units affiliated to the depôt arranged by arms.	Personnel by ranks required from each unit to form the establishment of the depôt.*	Names of officers nominated to do duty with the depôt.

(Signed) General Officer Commanding-in-Chief.
* This personnel, when agreed upon, will be shown in "War Establishments, Part II."